

POSITION DESCRIPTION (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Position Description

1. Agency Name Department For Children and Families	9. Position Number K0099437	10. Budget Program Number 6291100130 /01112
2. Employee name (leave blank if vacant)	11. Present Class Title (if existing position) Management Systems Analyst III	
3. Division Operations	12. Proposed Class Title	
4. Section Office of Financial Management	13. Allocation	
5. Unit Budget Unit	14(a). Effective Date	14(b). FLSA Code
6. Location (address where employee works) City: Topeka County: Shawnee	15. By	Approved
7. (Circle appropriate time) Full time X Permanent X Inter. Part time Temp. % 100	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 P.M.	17. Position Reviews Date: Date: Date: Date:	

PART II-Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position.)

This is a professional Budget Analyst position. This person prepares the budget and monitors expenditures for multiple divisions in DCF. Acting as the primary fiscal contact between Operations and the program area, this position meets regularly with program staff to provide fiscal direction, review grants and contracts, monitor caseloads and funds, and assist with any financial or operational issues within the program area. This position also provides overall Agency budget coordination as assigned by the Budget Manager. This includes managing allocations and appropriations, updating the IBARS Budget System, fiscal note preparation, and preparing special request for DoB, KLRD, DCF Executive Committee, and Stakeholders.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Class Title	Position #
Dan Lewien	Deputy Director, Office of Financial Management	K0207378

Who evaluates the work of an incumbent in this position?

Name	Class Title	Position #
Dan Lewien	Deputy Director, Office of Financial Management	K0207378

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) This position requires the ability to determine, plan, and carry out assignments with little supervision.
- b) The employee is responsible for insuring the assigned program areas have an adequate budget, changes and issues are understood by the Director and program staff, and that the Division's expenditures do not exceed the approved budget without a plan approved by the Budget Manager.
- c) Assignments are made by stating the outcome needed and the employee is responsible for determining how those outcomes can be reached. The Analyst is responsible to know the budget process and timeline and complete work within the schedule.

- d) Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<u>No.</u>	<u>%</u>	<u>E or M</u>	
1.	25%	E	<p><u>PREPARE THE BUDGETS FOR DCF DIVISION(S)</u></p> <p>Provides guidance and preparation of the budget for the assigned Divisions.</p> <ul style="list-style-type: none"> a) Works with the Director and Program staff to determine all budget needs b) Develops a base budget for each assigned division c) Completes reduced resource budget and supplemental and enhancement budgets. d) Develops the budget narratives according to the Agency format. e) Assist in development of applicable performance and outcome measures, and fiscal sections of the budget. f) Develop and manages allocations of State General Fund, Fee Fund, and limited Federal Funds to guide development of the budget. Adjust fund allocations as necessary based on outcomes of budget appeals. g) Reallocate funds and other resources throughout the year as necessary to maintain budget objectives. h) Budgets, tracks and monitors positions, caseloads, and OOE so properly budgeted. <p>Advise Budget Manager on issues within the Division</p> <ul style="list-style-type: none"> a) Mediate divisional budget problems and coordinate Agency solutions. b) Ensure uniformity in budget decision making with other Divisions. c) Recommend priority on program budget requests d) Coordinate fiscal issues with other Division when needed. e) Be a strong DCF Budget advocate with Division of Budget, Legislative Research, and the Legislature. <p>Prepare all needed schedule during year to manage budget decisions.</p> <ul style="list-style-type: none"> a) Provide regular reports to Division managers as needed b) Provide information for Executive Committee on budgetary issues. c) Prepare and respond to DoB and KLRD requests for information d) Provide ad hoc budget information as needed e) Inform Division on Governor's budget, Division of Budget, and Legislative changes. <p>Integrate all the Division budgets into the state budget system (IBARS)</p> <ul style="list-style-type: none"> a) by program and fund to ensure compliance with the Governor's budget allocations, Legislative appropriations, Federal mandates, Agency guidelines. b) Assist in compiling all budget documents into the single agency document. c) Assist in preparing final agency summary reports to summarize expenditures by program object of expenditure, funding source, and receipts estimates. d) Review and analyze agency budget for consistency with agency's mission, vision, and goals. e) Ensure the budget submitted reflects Executive Committee priorities.
2.	15%	E	<p><u>RESPOND TO ON-GOING REQUESTS FOR BUDGET DATA AND ADJUSTMENTS</u></p> <ul style="list-style-type: none"> 1) Examine, evaluate, coordinate, prioritize, and recommend Governor's Budget Amendments, appeals and Legislative budget reductions. 2) Examine, evaluate, and prepare responses to Legislative requests.

- 3) Provide necessary data for Legislative committees as requested.
- 4) Track Legislative and Division of Budget adjustments.
- 5) Prepare, evaluate and edit the fiscal notes for the Agency.
- 6) Provide accounting system information as needed.

3. 15% E

ON-GOING MONITORING OF EXPENSES AND REVENUES

- 1) Prepare, analyze, and evaluate financial reports that compare expenditures and encumbrances to budget limitations. The analysis includes recommendations to the Budget Manager and Program Director to minimize or eliminate potential financial problems at the earliest possible date.
- 2) Examine, analyze, and evaluate monthly expenditures compared to agency estimates.
- 3) Meet with Program Directors and provide updates on a regular basis.
- 4) Oversee fund balances for Division
- 5) Complete revenue estimates of funds utilized in the Division
- 6) Examine and evaluate funds to ensure compliance with limits and law.
- 7) Establish and monitor state accounting codes to meet Division of Budget and Accounts and Reports standards.

4. 10% E

FISCAL COORDINATION FOR DCF DIVISION(S)

- 1) Provide fiscal advice and information to Program area as needed.
- 2) Assist in grant and contract development and monitoring
- 3) Provide financial reports and information to program to assist in daily operations.
- 5) Provide any needed fiscal training to program areas as requested.

5. 35% E

Research, Reporting, and Decision Support

- 1) Assist in proposed policy decisions and policy revisions
- 2) Conduct research and create models to answer Leadership questions
- 3) Monitor and reports on federal budget changes
- 4) Prepare state plan documents, federal reports, and information for programs.
- 5) Assist Leadership, program staff, and fiscal staff in developing tools for scoring alternative proposals, explaining changes in caseloads, evaluating programs, and determining correlations.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified Persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Errors by an employee in this position could result in agency fiscal crisis and loss of services. Consequences of actions or decisions at this level are significant as the work is relied on for management decision and errors difficult to detect.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles, and position numbers of all persons who are supervised directly by employee on this position.

Class Title

Position/SHaRP Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with other individuals within OFM, program areas, and outside of the agency. Outside agencies can include federal staff, provider staff, Division of Budget, Legislative Research, and other state agencies to discuss and/or negotiate the agency's position on issues. Employee must maintain goodwill, gain cooperation or reach compromises when the information is controversial. Such contact requires extensive communication skills.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment is quite stressful. Often advice on critical information on multi-million dollar issues will be sought by the Executive committee, the Legislature, or the Governor's office without sufficient time to thoroughly research the matter. Time is of the essence under such conditions and the financial risks are often great.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone – daily

Personal computer- daily

Photocopier – daily

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

Specialized knowledge in collecting, evaluating, studying, and reporting on budget, financial, economic, statistical, Legislative or administrative data. Experience in planning, organizing, and executing a budget is preferred. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Bachelor's degree in accounting, business, or business related field.
Budget, accounting, or business management experience.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV-Signatures

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Signature of Supervisor
Date

Signature of Agency Head or Appointing Authority	Date
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